

**UNITED STATES COURT OF APPEALS
ELEVENTH CIRCUIT**

Position Title:	IT Security Officer (Circuit)
Opening Date:	April 14, 2017
Closing Date:	May 5, 2017
Full Salary Range (CL 29):	\$72,005 - \$117,050

The United States Court of Appeals for the Eleventh Circuit is accepting applications for the position of **IT Security Officer (Circuit)**. The duty station will be in Atlanta, Georgia. Persons interested in applying for this position should submit a cover letter and resume highlighting knowledge, skills, experience and qualifications as they pertain to this position by **May 5, 2017 (or until filled)** to:

Cheryl Vessels
Assistant Circuit Executive
for Human Resources
Eleventh Circuit
United States Court of Appeals
56 Forsyth Street, NW
Atlanta, Georgia 30303

Applicants may contact the Human Resources Department at (404) 335-6202. Submissions will be accepted via FAX (404) 335-6132 or e-mail human_resources@ca11.uscourts.gov. Please indicate IT Security Officer in the subject line.

The selected candidate will be subject to a mandatory background investigation as a condition of employment.

Reimbursement for expenses associated with interview(s) and/or relocation is not available.

POSITION SUMMARY:

The Circuit IT Security Officer ("ISO") performs professional and technical work related to the management of IT security policies, planning, development, implementation, training, and support for all courts within the Eleventh Circuit, which comprises all federal courts in Georgia, Alabama and Florida. The position is located in an office setting providing support to the Circuit Executive, Assistant Circuit Executive for IT, Eleventh Circuit courts, and Eleventh Circuit Judicial Council on all matters regarding IT security strategy, and implementation of IT security protocols, policies, procedures, and systems. This position reports directly to the Assistant Circuit Executive for Information Technology (ACE for IT).

DUTIES AND RESPONSIBILITIES:

The following duties will be performed under the supervision of the ACE for IT:

- Serves as the primary IT security liaison with Eleventh Circuit IT committees, judges, court unit executives, and IT staff on matters regarding IT security procedures and safeguards.
- Provides direct support and assistance to all courts within the Eleventh Circuit on IT security-related matters, including providing IT security guidance, and coordinating/conducting IT security assessments and training, as requested.

- Collaborates with the U.S. Courts' national IT Security Office to assist with the creation and implementation of national security policies and the promotion of the Judiciary Information Technology Security Program while also working with all court units within the circuit to establish and raise the security baseline of the Federal Judiciary.
- Serves with the ACE for IT as the liaison to the Administrative Office of the United States Courts on matters regarding IT security.
- Perform other functions as assigned.

REQUIRED QUALIFICATIONS:

- Associates degree, preferably in an IT or business discipline.
- At least 4 years of professional IT security experience in a leadership role, a strong understanding of IT security best practices, and demonstrated ability to analyze, design, and implement security systems, policies and procedures.
- Expert knowledge of computer hardware, software, networks, and theories, principles, practices, and techniques of data communications and network management, traffic, and security.
- Excellent written and oral communication, presentation, organizational, and interpersonal skills, and the ability to work in a team-oriented environment.
- Periodic travel within and outside the Eleventh Circuit.

Candidates selected for an interview will be required to take a technical skills test to showcase their IT Security knowledge.

PREFERRED QUALIFICATIONS AND SKILLS: The following knowledge, skills, and qualifications are highly desired:

- Bachelor's degree, preferably in an IT or business discipline.
- CISSP, CISM, or equivalent certification.
- Experience configuring, maintaining, and using Palo Alto Firewalls, SolarWinds, Nessus, Splunk, CyberArk, and other security tools.
- Experience overseeing employees and/or contractors.

SPECIALIZED EXPERIENCE: A minimum of three years of specialized experience including at least one year equivalent to work at the CL-28 (GS-12) level.

CONDITIONS OF EMPLOYMENT: Applicants must be United States citizens or eligible to work for the federal government. All applicant information is subject to verification. The appointment is provisional and contingent upon the satisfactory completion and approval of a background investigation. Selectees to high-sensitive positions such as this are subject to updated background investigations every five years. It is the policy of this court that all new personnel are hired for a twelve-month initial probationary period, at the end of which time their work and progress will be evaluated. All court employees are required to adhere to a *Code of Conduct for Judicial Employees*, copies of which are available upon request. Employees of the United States Circuit Court are considered "at-will" employees, and, as such, may be terminated with or without cause. The Office of Personnel Management civil service position classification standards and appeal procedures do not apply to federal court employees. The Federal Financial Reform Act requires direct deposit of federal wages for court employees.

THE UNITED STATES COURTS ARE EQUAL OPPORTUNITY EMPLOYERS

EMPLOYEE BENEFITS

Employees of the United States Courts are entitled to the same benefits as other federal government employees. They are not part of the Civil Service system, however. Some of the benefits of federal service are:

PAID VACATIONS	From 13 to 26 days per year depending on length of federal service.
PAID HOLIDAYS	10 days per year.
SICK LEAVE	13 days per year.
HEALTH INSURANCE	Employees may participate in the Federal Employees Health Benefits Program (FEHBP), and may choose from plans provided by several insurers. The government contributes up to 75% of the premium, depending on the plan selected.
DENTAL/VISION INSURANCE	Employees may participate in the Federal Employees Dental and Vision Insurance Program (FEDVIP), which is a supplemental insurance program. Premiums are paid in full by the employee, however, the premium is deducted on a pre-tax basis.
LIFE INSURANCE	Employees may participate in the Federal Employees Group Life Insurance Program (FGLI).
FLEXIBLE BENEFITS	Employees may participate in the Federal Judiciary Flexible Benefits Program which includes (1) a Premium Payment Plan which offers employees the choice of having health insurance premiums deducted from their pay either pre-taxes or after-taxes, and (2) a Flexible Spending Account which allows employees to set aside pre-tax money to cover certain health care and dependent care expenses.
LONG-TERM CARE INSURANCE	Employees may participate in the Federal Judiciary Group Long-Term Care Program which covers such benefits as community based care, nursing home care, hospice care and caregiver benefit. Spouses, parents, parents-in-law, grandparents, and grandparents-in-law are also eligible.
WITHIN-LEVEL SALARY INCREASES	Within each salary classification level there are 61 "steps." Based upon performance, employees within the Developmental Range (steps 1-24) are eligible for step increases every 13 pay periods and employees within the Full Performance Range (steps 25-61) are eligible for step increases annually.
TIME IN SERVICE	Time in service with other federal agencies and prior military service is credited for the purpose of computing employee leave and retirement benefits.
RETIREMENT	Newly-hired employees contribute 12.05% of their salary toward a retirement plan under the Federal Employees Retirement System, to which the government also contributes. Of that 12.05%, 6.2% goes to social security, 1.45% goes to Medicare, and 4.4% goes to the FERS Basic Benefit Plan. Employees may also participate in a voluntary tax-deferred Thrift Savings Plan [similar to "401(k)" plans]. Benefits are generally available upon retirement at age 60 with 20 years of service or at an earlier age with 30 years of service. Reduced benefits may be available with fewer years of service. Specific details are available upon request.

THE UNITED STATES COURTS ARE EQUAL OPPORTUNITY EMPLOYERS

(revised 8/2016)